

Employee Suggestion No. 570

A. Summary of the Suggestion:

The suggester proposes a revision of Form 33-26, "Capital Transfers Affecting Washington". The proposed revision permits the recording of three transactions on a single page, rather than one transaction as at present. Under the proposed, only six copies would be required, resulting in a 50% savings in the use of printed forms. In addition, stenographic and filing time would be reduced approximately 50%.

B. Evaluation of Concerned Office:

The Acting Comptroller has advised the Committee that "the use of the proposed revision of Form 33-26 would, it is felt, result in a savings in time in the Finance Division Disbursing Section and Accounts Branch. The degree of savings cannot be accurately determined; however, it is estimated that approximately 156 man-hours per annum could be diverted to other duties. Converted to cost at the appropriate level (GS-6), the resulting savings to the Agency would be approximately \$283.92 per annum." The Comptroller's Office goes on to recommend that the suggestion be adopted.

Tangible savings have only been included in the above estimate of savings.

C. Recommendation:

It is recommended that an award of \$25 be considered by the Committee based upon \$20 tangible savings and \$5 intangible benefits.

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